

CITY OF SAN ANTONIO
SAN ANTONIO METROPOLITAN HEALTH DISTRICT
CITY COUNCIL AGENDA MEMORANDUM

AGENDA ITEM NO. **49**

TO: Mayor and City Council

FROM: Fernando A. Guerra, MD., MPH, Director of Health

SUBJECT: ORDINANCE ACCEPTING A COOPERATIVE AGREEMENT AWARD
FROM THE U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES

DATE: December 9, 2004

SUMMARY AND RECOMMENDATIONS

This ordinance authorizes the Interim City Manager to accept a Cooperative Agreement award of \$1,000,000.00 from the U.S. Department of Health and Human Services to establish the Steps to A Healthier San Antonio program (STEPS-SA) within the San Antonio Metropolitan Health District (SAMHD) for the period September 22, 2004 through September 21, 2005. In addition, the ordinance establishes a program fund, adopts the program budget and approves a personnel complement.

Staff recommends approval.

BACKGROUND INFORMATION

The U.S. Department of Health and Human Services issued funding opportunity number 04234 in May 2004 entitled "Steps to a Healthier US: A Community-Focused Initiative to Reduce the Burden of Asthma, Diabetes, and Obesity." SAMHD quickly assembled a group of interested community based partners to collaborate on a plan to combat the risk factors of tobacco use, poor nutrition and insufficient physical activity. In concert with these partners, SAMHD submitted a funding proposal to the U.S. Department of Health and Human Services to establish a new project entitled Steps to A Healthier San Antonio.

Accordingly, in September 2004, SAMHD was notified that the proposal submitted for consideration was chosen to be one of ten new awardees of the Steps to A Healthier US initiative from more than sixty other urban locations from around the United States.

The five-year cooperative agreement program funds STEPS-SA in the local effort to implement chronic disease prevention efforts focused on reducing the burden of diabetes, obesity, and asthma. Chronic diseases and risk factors such as these impact the health of communities across the nation including San Antonio. Given our population demographics these issues have far reaching effects upon the economic and physical health of our community. Steps to A Healthier San Antonio, a community partnership led by the SAMHD, will employ community driven programs to promote healthier lifestyles for persons with or at risk of these chronic diseases. Evidence-based intervention strategies will be used to improve nutrition, increase physical activity, and prevent tobacco use and exposure.

Program activity for year one of this five year Cooperative Agreement will focus on the creation of a strategic community health improvement plan for the STEPS-SA target area within the geographic

boundaries of San Antonio Independent School District in addition to specific interventions directed toward diabetes, asthma and obesity. Seven (7) new positions will be funded by this grant.

POLICY ANALYSIS

Passage of this ordinance will continue the long-standing practice of utilizing grants to support local public health programs of the City.

FISCAL IMPACT

This Cooperative Agreement award will provide \$1,000,000.00 annually to establish and operate the Steps to A Healthier San Antonio initiative. Subcontracts with community partners (The American Cancer Society, The American Lung Association of Texas, The South Texas Asthma Coalition, The San Antonio - Bexar County Metropolitan Planning Organization, The Bexar County Community Health Collaborative, University Health System - Texas Diabetes Institute, The Social and Health Research Center "Bienestar Program" and the San Antonio Independent School District) utilizing approximately 75% of these funds will be brought before City Council for approval and execution at a later date.

This Cooperative Agreement requires a 25% non-federal in-kind or cash match. Community partners that will be funded through this grant will furnish a portion of the support. SAMHD will also provide matching funds chiefly through the dedication of two current staff positions (Public Health Nursing Supervisor and Special Projects Coordinator) to this effort.

COORDINATION

The City Attorney's Office and the Human Resources Department, Risk Management Division, have reviewed the agreement with the U.S. Department of Health and Human Services. The Finance Department has approved the proposed project budget.

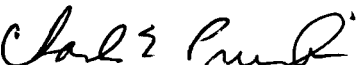
SUPPLEMENTARY COMMENTS

Provisions of the Ethics Ordinance do not apply.

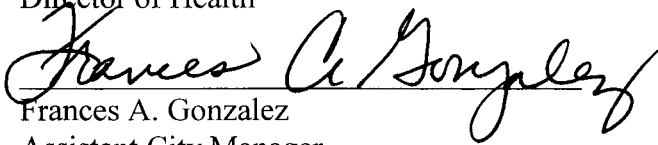
Attachments:

Attachment I: Budget: Steps To A Healthier US Cooperative Agreement Project - Federal


Attachment II: Notice of Award: Cooperative Agreement Number U58/CCU624469-01, U.S. Department of Health and Human Services



Fernando A. Guerra, MD, MPH
Director of Health



Frances A. Gonzalez
Assistant City Manager



J. Rolando Bono
Interim City Manager

AN ORDINANCE

AUTHORIZING THE ACCEPTANCE OF A COOPERATIVE AGREEMENT AWARD TOTALING \$1,000,000.00 FROM THE U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES TO ESTABLISH THE STEPS TO A HEALTHIER SAN ANTONIO PROGRAM WITHIN THE SAN ANTONIO METROPOLITAN HEALTH DISTRICT FOR THE PERIOD SEPTEMBER 22, 2004 THROUGH SEPTEMBER 21, 2005; ESTABLISHING A FUND; ADOPTING THE PROGRAM BUDGET; AND APPROVING A PERSONNEL COMPLEMENT.

* * * * *

WHEREAS, the U.S. Department of Health and Human Services issued funding opportunity number 04234 in May 2004 entitled "Steps to a Healthier US: A Community-Focused Initiative to Reduce the Burden of Asthma, Diabetes, and Obesity; and

WHEREAS, the San Antonio Metropolitan Health District assembled a group of interested partners to collaborate on a local application to combat chronic disease, primarily asthma, diabetes and obesity by addressing the risk factors of tobacco use, nutrition and physical activity; and

WHEREAS, the U.S. Department of Health and Human Services notified the San Antonio Metropolitan Health District that its proposal submitted for consideration was chosen to be one of ten new awardees of the Steps to A Healthier US initiative from more than sixty other applicants for said funds; and

WHEREAS, the U.S. Department of Health and Human Services has given notice of a first year cooperative agreement award in the amount of \$1,000,000.00 to the San Antonio Metropolitan Health District to establish said program; and

WHEREAS, this award provides funding for the period September 22, 2004 through September 21, 2005; and

WHEREAS, the total Cooperative Agreement award funding period is expected to occur in annual cycles through September 21, 2009; and

WHEREAS, it is now necessary to authorize the acceptance of the cooperative agreement award from the U.S. Department of Health and Human Services, establish a fund, adopt the project budget and approve a personnel complement, **NOW THEREFORE:**

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SAN ANTONIO:

SECTION 1. The Interim City Manager, or his designee, is hereby authorized to accept a Cooperative Agreement award in the amount of \$1,000,000.00 from the U.S. Department of Health and Human Services to conduct activities related to the "Steps to a Healthier US: A Community Focused Initiative to Reduce the Burden of Asthma, Diabetes, and Obesity" during the period September 22, 2004 through September 21, 2005. The Interim City Manager, or his designee, is authorized to execute such documents as the agency may require in the awarding of this Cooperative Agreement. A copy of the Notice of Cooperative Agreement Number U58/CCU624469-01 is attached hereto and incorporated herein as Attachment II.

SECTION 2. The account entitled "Steps to a Healthier San Antonio", Fund No. 26022000, Funds Center 3606620000, is hereby designated for use in accounting for the fiscal transactions of this project. The appropriation of funds for said budget period is September 22, 2004 through September 21, 2005; Cost Center 3606620001, the Functional Area 3600500000040002 with the Internal Order 136000000255 is hereby established.

SECTION 3. The sum of \$1,000,000.00 is hereby appropriated in the above-designated fund for the Steps to A Healthier San Antonio Program, Cost Center 3606620001. The budget set out in Attachment I is approved and adopted for entry on the City books.

SECTION 4. The seven (7) personnel positions set out in Attachment I and incorporated herein are authorized for the activity shown thereon.

SECTION 5. The Director of Finance may, subject to concurrence by the Interim City Manager or the Interim City Manager's designee, correct allocation to specific internal order numbers, account numbers and fund numbers as necessary to carry out the purpose of this ordinance.

SECTION 6. Should the funding from the U.S. Department of Health and Human Services be in an amount other than that budgeted for, or should the terms and conditions be different than those currently existing, acceptance of the budget will be subject to subsequent City Council ordinance.

SECTION 7. This ordinance shall be effective on and after the tenth day after passage hereof.

PASSED AND APPROVED this _____ day of December, 2004.

M A Y O R

ATTEST:

City Clerk

APPROVED AS TO FORM: _____

City Attorney

Attachment I
Steps To A Healthier US Cooperative Agreement Project - Federal
First Year Grant
Fund 26022000
Funds Center 3606620000
Functional Area 3600500000040002
DHHS Cooperative Agreement Number U58/CCU624469-01

Budget for Period : 09/22/2004 to 09/21/2005

INDEX	ESTIMATED REVENUES	SAP GL No.	AMOUNT	TOTAL
	STEPS to a Healthier US CDC - Grant	4501100	\$ 1,000,000	
	Total Estimated Revenues			<u><u>\$ 1,000,000</u></u>

APPROPRIATIONS

Steps to a Healthier US Grant Project

Activity: 36-06-62

Cost Center: 3606620001

Internal Order: 136000000255

Regular Salaries & Wages	5101010	127,083	
Language Skill Pay	5101050	1,200	
Retirement Benefits -Soc Sec	5103005	9,722	
Retirement Benefits -TMRS	5105010	14,524	
Group Health Insurance	5405040	16,232	
Life Insurance	5103010	290	
Workers' Disability Compensation	5405020	0	
Personal Leave Buy Back	5103035	0	
Communications: Telephones	5403010	647	
Mail & Parcel Post Service	5205010	500	
Rental of Facilities	5206010	14,986	
Rental of Office Equipment	5205020	780	
Rental of Pagers	5403030	336	
Office Supplies	5302010	37,160	
Computer Equipment (under \$5000.00)	5501000	7,538	
Travel - Official	5207010	15,484	
Car Expense Allowance	5103055	2,484	
Fees to Professional Contractors	5201040	726,813	
Automatic Data Processing Services	5403520	2,520	
Binding, Printing & Reproduction	5203060	9,000	
Indirect Cost	5406530	12,701	
Total		12,701	<u><u>\$ 1,000,000</u></u>

PERSONNEL COMPLEMENT

Activity: 36-06-62

Cost Center: 3606620001

Internal Order: 136000000255

	Previous Positions	Add (Deduct)	Revised Positions
0206 Health Program Manager	0	1	1
0999 Sr. Management Analyst	0	1	1
0040 Administrative Assistant I	0	1	1
0247 Public Health Nursing Supervisor	0	1	1
0870 Special Projects Coordinator	0	1	1
0156 Contract Services Manager (.25 FTE)	0	1	1
0243 PH Nurse Practitioner / Nurse Consultant (.20 FTE)	0	1	1
	0	7	7



DEPARTMENT OF HEALTH & HUMAN SERVICES

ATTACHMENT II

Public Health Service

Centers for Disease Control
and Prevention (CDC)
Atlanta GA 30341-3724

OCT 10 2004

Fernando A. Guerra, M.D., M.P.H.
Director of Health
San Antonio Metropolitan Health District
332 West Commerce - Suite 307
San Antonio, Texas 78205-2409

Reference: Cooperative Agreement Number U58/CCU624469-01
STEPS to a Healthier US


Dear Dr. Guerra:

Enclosed is your Notice of Award for the "STEPS to a Healthier US: A Community Focused Initiative to Reduce the Burden of Asthma, Diabetes, and Obesity" program under Program Announcement 04234. This Notice of Award provides the total funding for the budget period that starts September 22, 2004 and ends September 21, 2005. Please refer to the continuation pages of the Notice of Award for pertinent information regarding the award.

An annual Financial Status Report (FSR) must be submitted within 90 days after the end of the budget period. This report must be submitted on the enclosed form, Standard Form No. 269, and include only those funds authorized and expended during the budget period. An original and two copies of the progress report, along with all correspondence, including requests for prior approvals, must be submitted to the Grants Management Officer, Attention: Glynnis Taylor, with a copy to the Project Officer. **All correspondence must include: (1) your award number and (2) signatures of authorized staff from both the business office and the program staff.**

Please note that I am your Grants Management Officer and Glynnis Taylor is your Grants Management Specialist. If you have any questions on this matter, please feel free to contact Glynnis Taylor by telephone at (770) 488-2752, by fax at (770) 488-2777, or by e-mail at gld1@cdc.gov.

Sincerely,


Carlos M. Smiley
Grants Management Officer
Acquisition and Assistance Branch B
Procurement and Grants Office

Enclosures

cc: Business Office

08/30/2004

93.283

DEPARTMENT OF HEALTH AND HUMAN SERVICES
PUBLIC HEALTH SERVICE
CENTERS FOR DISEASE CONTROL AND PREVENTION

NOTICE OF COOPERATIVE AGREEMENT

AUTHORIZATION (LEGISLATION/REGULATION)

SEC 301(A) AND 317(K)(2) OF 42 US CODE

SUPERSEDES AWARD NOTICE DATED

EPT THAT ANY ADDITIONS OR RESTRICTIONS

VIOUSLY IMPOSED REMAIN IN EFFECT UNLESS SPECIFICALLY RESCINDED.

GRANT NO.

5. ADMINISTRATIVE CODES

U58/CCU624469-01

CCU58

PROJECT PERIOD

09/22/2004

DM

THROUGH

09/21/2009

BUDGET PERIOD

09/22/2004

DM

THROUGH

09/21/2005

TITLE OF PROJECT (OR PROGRAM)

STEPS TO A HEALTHIER US

GRANTEE NAME AND ADDRESS

SAN ANTONIO METROPOLITAN HEALTH DISTRICT
SAN ANTONIO METROPOLITAN HEALTH DISTRICT
332 WEST COMMERCE, SUITE 307
SAN ANTONIO,, TX 78205

10. DIRECTOR OF PROJECT (PROGRAM DIRECTOR/PRINCIPAL INVESTIGATOR)

FERNANDO A. GUERRA, MD,MPH, DIR OF HEAL
SAN ANTONIO METROPOLITAN HEALTH DISTRI
332 WEST COMMERCE, SUITE 307
SAN ANTONIO,, TX 78205

APPROVED BUDGET (EXCLUDES PHS DIRECT ASSISTANCE)

PHS GRANT FUNDS ONLY
TOTAL PROJECT COSTS INCLUDING GRANT FUNDS AND ALL OTHER FINANCIAL
PARTICIPATION

(PLACE NUMERAL ON LINE)

II

SALARIES AND WAGES.....\$ 193,423

FRINGE BENEFITS.....\$ 54,958

TOTAL PERSONNEL COSTS\$ 248,381

CONSULTANT COSTS.....\$ 0

EQUIPMENT.....\$ 16,729

SUPPLIES.....\$ 49,305

TRAVEL.....\$ 17,968

PATIENT CARE-INPATIENT.....\$ 0

PATIENT CARE-OUTPATIENT.....\$ 0

ALTERATIONS AND RENOVATIONS.....\$ 0

OTHER.....\$ 553,163

CONSORTIUM/CONTRACTUAL COSTS.....\$ 605,379

TRAINEE RELATED EXPENSES.....\$ 0

TRAINEE STIPENDS.....\$ 0

TRAINEE TUITION AND FEES.....\$ 0

TRAINEE TRAVEL.....\$ 0

TOTAL DIRECT COSTS.....\$ 1,490,925

INDIRECT COSTS (11.36 % OF S&W/TADC) \$ 21,973

TOTAL APPROVED BUDGET.....\$ 1,512,898

S&W FEE.....\$ 0

FEDERAL SHARE.....\$ 1,000,000

NON-FEDERAL SHARE.....\$ 512,898

12. AWARD COMPUTATION FOR FINANCIAL ASSISTANCE

A. AMOUNT OF PHS FINANCIAL ASSISTANCE (FROM 11.U).....\$ 1,000,000

B. LESS UNOBLIGATED BALANCE FROM PRIOR BUDGET PERIODS...\$ 0

C. LESS CUMULATIVE PRIOR AWARD(S) THIS BUDGET PERIOD...\$ 0

D. AMOUNT OF FINANCIAL ASSIST. THIS ACTION \$ 1,000,000

13. RECOMMENDED FUTURE SUPPORT (SUBJECT TO THE AVAILABILITY OF FUNDS AND SATISFACTORY PROGRESS OF THE PROJECT)

BUDGET YEAR	TOTAL DIRECT COSTS	BUDGET YEAR	TOTAL DIRECT COSTS
A. 2	100,000	D. 5	1,000,000
B. 3	1,000,000	E. 0	0
C. 4	1,000,000	F. 0	0

14. APPROVED DIRECT ASSISTANCE BUDGET (IN LIEU OF CASH)

A. AMOUNT OF PHS DIRECT ASSISTANCE.....\$ 0

B. LESS UNOBLIGATED BALANCE FROM PRIOR BUDGET PERIODS...\$ 0

C. LESS CUMULATIVE PRIOR AWARDS FROM THIS BUDGET PERIOD\$ 0

D. AMOUNT OF DIRECT ASSISTANCE THIS ACTION \$ 0

15. PROGRAM INCOME SUBJECT TO 45 CFR PART 74, SUBPART F, OR 45 CFR 92.25.
SHALL BE USED IN ACCORDANCE WITH ONE OF THE FOLLOWING ALTERNATIVES:
(SELECT ONE AND PUT LETTER IN BOX.)

A. DEDUCTION

B. ADDITIONAL COSTS

C. MATCHING

D. OTHER RESEARCH(ADD/DEDUCT OPTION)

E. OTHER (SEE REMARKS)

B

THIS AWARD IS BASED ON AN APPLICATION SUBMITTED TO, AND AS APPROVED BY, THE PHS ON THE ABOVE TITLED PROJECT AND IS SUBJECT TO THE TERMS AND CONDITIONS INCORPORATED EITHER DIRECTLY OR BY REFERENCE IN THE FOLLOWING:
A. THE GRANT PROGRAM LEGISLATION CITED ABOVE. B. THE GRANT PROGRAM REGULATION CITED ABOVE. C. THIS AWARD NOTICE INCLUDING TERMS AND CONDITIONS, IF ANY, NOTED BELOW UNDER REMARKS. D. PHS GRANTS POLICY STATEMENT INCLUDING ADDENDA IN EFFECT AS OF THE BEGINNING DATE OF THE BUDGET PERIOD. E. 45 CFR PART 74 OR 45 CFR PART 92 AS APPLICABLE. IN THE EVENT THERE ARE CONFLICTING OR OTHERWISE INCONSISTENT POLICIES APPLICABLE TO THE GRANT, THE ABOVE ORDER OF PRECEDENCE SHALL PREVAIL. ACCEPTANCE OF THE GRANT TERMS AND CONDITIONS IS ACKNOWLEDGED BY THE GRANTEE WHEN FUNDS ARE DRAWN OR OTHERWISE OBTAINED FROM THE GRANT PAYMENT SYSTEM.

MARKS (OTHER TERMS AND CONDITIONS ATTACHED - YES ☒ NO)

SPONSOR: NATL. CTR. FOR CHRONIC DISEASE PREV. & HEALTH PROMOTION

*IDC RATE BASE: SEE ATTACHED

GRANTS MANAGEMENT OFFICER: (SIGNATURE)

(NAME-TYPED/PRINT)

(TITLE)

CARLOS SMILEY

GRANTS MANAGEMENT OFFICER

OBJ. CLASS. 41..5

18. CRS.EIN: I-174600207-A1

19. LIST NO.: CO-263-L04

FY-CAN

DOCUMENT NO.

ADMINISTRATIVE CODE

AMT.ACTION FIN.ASST

AMT.ACTION DIR.ASST

04-11272 04-9210016 B. CCU624469

C. CCU58

D. 1,000,000

A

B

C

D

E

A

B

C

D

E

**NOTICE OF COOPERATIVE
AGREEMENT**

(Continuation Sheet)

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DATE ISSUED

AWARD NO. U58/CCU624469-01

TERMS AND CONDITIONS

Program Announcement Number 04234, "Steps to a Healthier US: A Community Focused Initiative to Reduce the Burden of Asthma, Diabetes, and Obesity", and the application dated June 18, 2004, as discussed during budget negotiations on August 27, 2004, are made a part of this award by reference.

NOTE 1: SUMMARY STATEMENT

The recipient must respond to the weaknesses noted in the attached Summary Statement/Technical Review. Your response must be submitted to the Grants Management Officer for review and approval within 60 days after the receipt of the Notice of Cooperative Agreement.

NOTE 2: INDIRECT COSTS

Funded agencies are eligible to receive indirect costs in this program. However the indirect costs allowed in this program are limited to the negotiated cost rate or 5 per cent of the total award amount, whichever is less.

The City of San Antonio Departmental Indirect Cost Rate Proposal computes an Indirect Cost Rate of 11.36 per cent .

NOTE 3: HUMAN SUBJECTS RESTRICTIONS : None

Notice : Under governing regulations, Federal Funds administered by the Department of Health and Human Services (DHHS) shall not be expended for research involving human subjects, and individuals shall not be enrolled in such research, without prior approval by the Office for Human Research Protection (OHRP) of an assurance to comply with the requirements of 45 CFR 46 to protect human research subjects. Whenever an institution receives funding from a DHHS agency award to support such research, the awardee institution bears the ultimate responsibility for protecting human subjects under the award. This restriction applies to all collaborating sites without OHRP-approved assurances, whether domestic or foreign , and compliance must be ensured by the awardee.

NOTE 4. RECIPIENT FINANCIAL PARTICIPATION

To maintain the \$1:4 Non-Federal match required, the level of Non-Federal participation is **\$250,000**. This amount may be different from the amount shown on the award. If you want this amount and the amount presented in this application to be the same, you must submit a revised budget.

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AGREEMENT**

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When the grantee is not able to meet the required level of matching funds, the CDC must be immediately notified. CDC shall reduce the amount of the Federal Share of cooperative agreement so that the maximum Federal share of total project costs is not exceeded.

NOTE 5: REPORTING REQUIREMENTS

The original and two copies of all reports and official correspondence MUST BE IDENTIFIED WITH THE AWARD NUMBER SHOWN AT THE TOP RIGHT OF THIS DOCUMENT AND must be submitted to the CDC Grants office at the following address:

Procurement and Grants Office
Acquisition and Assistance Branch B
Centers for Disease Control and Prevention(CDC)
2920 Brandywine Rd.
Atlanta, Georgia 30341-4146
Telephone : 770 488-2771; fax 770 488-2777

The interim /semiannual progress report is due May 30, 2005 and the annual progress report is due on November 20, 2005. The Final progress Report is due 90 days after the project period end date. Note: The final report should summarize the entire project.

The interim progress report will serve as your non-competing continuation application and should address the following: (1) current budget period activities objectives, (2) current budget period financial progress, and (3) new budget period program proposed activity objectives and budget. Please place your award number on your progress report.

An annual Financial Status Report (FSR) must be filed no later than 90 days after the budget period. This report should be submitted by your business office on the Form 269 and should include only those funds authorized and expended during the budget period of which the report is being submitted. Any FSR submitted on a cumulative basis will be returned. The final performance report and FSR are due no later than 90 days after the end of the project period. The form 269 can be found at the following internet address: <http://grants1.nih.gov/grants/forms.htm>

NOTE6: CORRESPONDENCE

All correspondence regarding this award must be identified with the award number as shown at the top right of this page.

NOTE 7: PRIOR APPROVAL

All requests that require the prior approval of the Grants Management Officer

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must bear the signature of an authorized official of the grantee business office as well as that of the principal investigator or program director. Any request received without two signatures will be returned.

NOTE 8: INVENTIONS

Acceptance of grant funds obligates recipients to comply with the "standard patent rights" clauses in 37 CFR 401.14.

NOTE 9: PUBLICATIONS

Publications, journal articles, etc., produced under a CDC grant/cooperative agreement project must bear an acknowledgment and disclaimer, as appropriate, such as: This publication (journal article, etc.) was supported by Grant/Cooperative Agreement Number _____ from the Centers for Disease Control and Prevention. Its contents are solely the responsibility of the authors and do not necessarily represent the official views of Centers for Disease Control and Prevention.

NOTE 10: EQUIPMENT AND PRODUCTS

To the greatest extent practicable, all equipment and products purchased with CDC funds should be American-made.

NOTE 11: ACKNOWLEDGMENT OF FEDERAL SUPPORT

When issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money, all awardees receiving Federal funds, including and not limited to State and local governments and recipients of Federal research grants, shall clearly state (1) the percentage of the total costs of the program or project which will be financed with Federal money, (2) the dollar amount of Federal funds for the project or program, and (3) percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

NOTE 12: INSPECTOR GENERAL

For your information, the United States Department of Health and Human Services Inspector General maintains a toll-free telephone number, 800-447-8477 (800-HHS-TIPS), or email address HTIPS@os.dhss.gov, for receiving information concerning fraud, waste or abuse under grants and cooperative agreements. Such reports are kept confidential, and callers may decline to give their names if they choose to remain anonymous.

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NOTE 13: PAYMENT INFORMATION

Automatic Drawdown

Payment under this award will be made available through the Department of Health and Human Services (HHS) Payment Management System (PMS). PMS is administered by the Division of Payment Management, Program Support Center, HHS. PMS will forward the DHHS Manual for Recipients Financed Under the Payment Management System (PMS), PMS-270 and PMS-272 forms.

A. PMS correspondence, mailed through the U.S. Postal Service, should be addressed as follows: Division of Payment Management, FMS/PSC/HHS, P.O. Box 6021, Rockville, MD 20852.

B. If a carrier other than the U.S. Postal service is used, such as United Parcel Service, Federal Express, or other commercial service, the correspondence should be addressed as follows: Division of Payment Management, FMS/PSC/HHS, Rockwall Building #1, Suite 700, 11400 Rockville, Pike, Rockville, MD 20852. To expedite your first payment from this award, attach a copy of the Notice of Grant/Cooperative Agreement to your payment request form.

NOTE 14: AUDIT FILING COMPLIANCE

An audit is required under OMB Circular A-133 if the total Federal grant or cooperative agreement funds received exceed 500,000. The audit must be submitted to the Federal Audit Clearinghouse within nine (9) months of the end of the organizations fiscal year/audit period. Please send a courtesy copy of the completed audits and any management letters on a voluntary basis to the following:

Centers for Disease Control and Prevention (CDC)
Attn: Head, Acquisition Assistance Oversight and Evaluation
2920 Brandywine Road, NE
Atlanta, GA 30341

You are required to ensure that subrecipients receiving CDC funds also meet the requirements of OMB A-133. If a subrecipient is not required to have an OMB A-133 audit, you are still required by OMB A-133 to perform adequate monitoring of subrecipient activities.

NOTE 15: CDC CONTACTS

Business and Grants Policy Contact
Carlos M. Smiley, Grants Management Officer
CDC, Grants Management Office
2920 Brandywine Road, Room 3000
Atlanta, GA 30341
Telephone: (770) 488-2754

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Fax Number: (770) 488-2777

E-Mail: CSmiley1@cdc.gov

Programmatic Contact

Stephanie Zaza, Director

Steps Program Office

National Center for Chronic Disease

Prevention and Health Promotion (NCCDPHP)

4770 Buford Highway, NE

Atlanta, GA 30333

Telephone (770) 488-6471

E-Mail: szaza@cdc.gov

PROGRAM ANNOUNCEMENT: Steps to a HealthierUS: A Community-focused Initiative to Reduce the Burden of Asthma, Diabetes, and Obesity (Program Announcement 04234)

PROJECT TITLE: Steps to a Healthier US, STEPS- SA

PRINCIPAL INVESTIGATOR: San Antonio Metropolitan Health District

REVIEW DATE: July 30, 2004

APPLICATION NUMBER: 04234-88

FUNDS REQUESTED for Year 1: \$1,233,009.00

RECOMMENDATION: Approve

OVERALL AVERAGE SCORE: 94.6

RESUME AND SUMMARY OF DISCUSSION: The goal of this application is to increase access to self-management programs for residents with diabetes, asthma, or overweight/obesity or for residents who live with persons with these conditions; to improve nutrition; to increase physical activity; to prevent tobacco use; and to allow for exposure to achieve applicable Healthy People 2010 objectives. It was brought to the panel's attention that providers play an integral role in emphasizing the preventive healthcare message in Latino populations. It was recommended that the applicants, in addition to providing provider education, involve healthcare provider's programs. This application was minimally discussed. All pertinent comments are included above. The review panel assigned the application an overall score of 94.6.

SUMMARY OF PRIMARY, SECONDARY, AND TERTIARY REVIEWER COMMENTS:

1. Summary of Project Description: The San Antonio Metropolitan Health District in Texas is the lead agent seeking funding to promote a public health paradigm shift for persons with or at risk of chronic diseases. There are six additional agencies participating in the consortium. This application changes the emphasis from individual interventions to community-supported interventions, from instructing to listening, from reactive to proactive, from secondary or tertiary prevention to primary prevention, and from disease treatment to disease management. It incorporates systems theory models that emphasize the interaction of people and community environments. The proposed intervention area is defined by the geographical boundaries of the San Antonio Independent School District rather than by health department boundaries; it is the 9th largest district in Texas and covers an area of 79 square miles. The target population is approximately 316,000 residents. The majority of the population is less than 50 years old. The student population in the district is 57,462 in 92 schools. The students are 84.5-percent Hispanic, 8.3-percent African American, 5.9-percent White Non-Hispanic, and 0.6-percent others. Ninety percent fall within the "economically disadvantaged" category as evidenced by eligibility for the school lunch program. The goal of STEPS-SA is to employ evidence-based intervention strategies designed to improve nutrition, increase physical activity, prevent tobacco use, and obtain exposure to achieve applicable Healthy People 2010 objectives.

2. Summary of Major Strengths: The application has many strengths. It presents a well-documented need for this projected intervention. It addresses the diverse psychosocial, cultural, and spiritual values and beliefs in the community; it also addresses barriers to program success of language/literacy and culture, especially from new immigrants, and safety issues in the inner-city target area, especially related to street gang activity. It has a strong history of working with community organizations, and it incorporates trust-building in the community to facilitate success and addresses the traditional Hispanic view of healthcare as that of "sick" care only. Several healthy-lifestyle programs are already ongoing in the San Antonio area; the challenge for this project is to change the traditional health system from "sick" care to health promotion. The application addresses the problems of obesity, diabetes, and asthma through a prevention-oriented program of physical activity, tobacco cessation, and nutrition, utilizing

HP2010 objectives as part of the overall plan. There is strong use of evidence- and theory-based interventions, and there is a thorough and easy to understand 5-year plan. The fact that the intervention area is bounded by the school intervention area indicates complete consonance with a commitment to incorporate schools in the initiative.

3. Summary of Major Weaknesses: There were few weaknesses were noted. There is a very busy diagram of the model for change, and outcome criteria are hefty. Numbers are also somewhat inconsistent throughout the document, and some statistics in the body of the application do not match those given in the applicant letter. Item 19-2 in the 5-year plan states that "20 percent of residents in the target area report weight loss and delay in onset of chronic diseases." Overweight and obesity figures are given as 29 percent of children as being overweight, but no statistics are given for adults. At the outset, it is difficult to discern if the target audience is the school children or the entire population of the school district.

4. Other Relevant Comments: There is a strong connection to HP2010 objectives.

5. Major Recommendations to Negotiators: It is recommended that the applicant reevaluate the outcome criteria in light of what can reasonably be accomplished.

6. Budget: There are several strengths of the proposed budget. The applicant gives budget information for Year 1 in an easy-to-understand table format and gives an equipment budget by units and unit cost. Additionally, a personnel budget is delineated with salary and wage information.